



MINUTES

Strategic Planning Committee

DATE	June 22, 2005
TIME	10:00 AM
LOCATION	State Library and Archives Large Conference Room
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	✓
Birgit Baker, DETR		Randy Potts, DoIT	✓
Allen Biaggi, CNR		Grant Reynolds, B&I	✓
Mark Blomstrom, DoIT		Keith Rheault, Education	✓
Miles Celio, Military	✓	Alan Rogers, DPS	✓
Chuck Chinnock, Taxation		Kathy Ryan, DoIT	✓
Robert Chisel, NDOT	✓	Valerie Ryan, DETR	✓
Jackie Crawford, Corrections		Terry Savage, DoIT	✓
Terry Crawforth, Wildlife		Kay Scherer, CNR	✓
Jeanne Greene, Personnel	✓	Scott Sisco, Cultural Affairs	
Don Henderson, Agriculture	✓	Rich Stewart, Corrections	✓
Sara Jones, Cultural Affairs	✓	Tom Summers, Taxation	✓
Ginny Lewis, DMV	✓	P. Forrest Thorne, PEBP	✓
Alisanne Maffei, DoIT	✓	Giles Vanderhoof, Homeland	
Dave McTeer, Administration	✓	Doug Walther, B&I	
David Miller, DoIT	✓	Mike Willden, DHHS	✓

CALL TO ORDER

I Introduction

- Perry Comeaux, Department of Administration, called the meeting to order.

II Review and Approval of the Minutes

- After review of the February meeting minutes, it was moved to accept the minutes by Keith Rheault and seconded by Ginny Lewis. The minutes from February 16, 2005 were accepted as presented without changes.

III Review and Approval of the Consent Agenda

- During the review of the Nevada IT Operations Committee (NITOC) policies Ginny Lewis, DMV, thought the Project Management Standards warranted some discussion. Kathy Ryan, DoIT indicated the Standard's intent is to establish competency and to be proactive not reactive and welcomed input.
- It was noted that costs for the impact statement needed to be added.
- Jeannie Greene, Personnel, had concern regarding job class; this is to be reviewed.
- Perry Comeaux, DOA, indicated competent project management for all projects of major size is necessary, with no disagreement, and that the criteria needed to be resolved in an acceptable format.
- Robert Chisel, NDOT, inquired how the process would work with ITPOC. DETR also wondered how the turn around for notification would be coordinated. Perry indicated some accommodation may need to be made.
- Dave McTeer is to draft an all agency memo for Perry to notify agencies of the process starting projects in July.
- The Security Patch Management Standard and Web Style Guide were accepted as presented without changed by the ITSPC.

IV Presentation

- Randy Potts, Department of Information Technology (DoIT), presented the status of security related technology bills from session.
- Randy Potts also presented the update on the Critical Application Disaster Recovery Plans. Eight departments within the executive branch have responded to date. This continuing progress will be updated on a quarterly basis.

V Updates

- Dave Miller, DoIT, presented the status on the Critical Business Technology Assessment Project (CBTAP). A discussion regarding how CBTAP melds into the overall Enterprise Disaster Recovery Plans took place.
- An update on FY06/07 TIR's was presented by Dave Miller. 20% of the prepared TIR's did not go forward to budget, 20% did not get funded in session, with about 45% of the resulting TIR's for applications and another 45% for hardware. He noted there were some adjustments for items identified as purchases, not projects.
- The e-payment enterprise project update was presented by Dave McTeer, DOA. He noted a short term strategy for e-pay projects is to convert citizens to echeck services with a longer term strategy to review what other states are doing and offer credit card services when there is a clear compelling reason to absorb the fee for expedited services and/or a clear savings to the tax payer.
- Video Teleconference projects planned for FY06/07 were discussed by Dave McTeer. The projects will be coordinated on an enterprise basis.

- Alisanne Maffei provided a summary report from the DoIT IT-Q Customer Satisfaction Survey. Terry Savage indicated while there have been improvements in the overall rating the results are not at a level acceptable for his customer service expectations. Further data is to be presented at ITSPC and provided to the survey participants, including benchmarking reports once all state and local municipalities have completed their surveys.

VII Future Issues/New Business

- An upcoming SilverSource presentation by the Web Development Team will cover the new process for posting of Agency Forms as well as turn around for the form posting.

VIII WRAP UP

- The next meeting of the IT Strategic Planning Committee will be scheduled for July 26th, from 10:00 AM until 12 noon in the State Library and Archives Large Conference Room.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies	Alisanne Maffei
2.	Collect and publish State Videoconferencing Equipment inventory	A. Maffei/ R. Sliva
3.	Draft update for NITOC policy	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Review the highway fund treatment for microwave projects	Alisanne Maffei
7.		

Related Links / Contact Information:

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

IT Security email infosec@state.nv.us

Nevada Communications Steering Committee website <http://ncsc.nv.gov/>

NITOC document index http://www.nitoc.nv.gov/document_index.htm#Operations

IT Strategic Planning Committee http://www.nitoc.nv.gov/index_planning.htm

First Data Corporation <http://www.firstdata.com/svcs.jsp>